

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census**

Recruiting Bulletin

OPENING DATE: February 19, 2009

Recruiting Bulletin No.: **29-09-DEC- 014**

CLOSING DATE: Open Continuously

Atlanta Regional Census Center
Atlanta, Georgia

Special Note: Applications will be accepted continuously and referred lists created as needed.

**SPACE LEASING REPRESENTATIVE
GG-0301-09/11/12**

Annual Salary Range:

GG-0301-09: \$ 48,545 - \$ 63,109

GG-0301-11: \$ 58,734 - \$ 76,350

GG-0301-12: \$ 70,399 - \$ 91,513

NUMBER OF VACANCIES: Few

PROMOTION POTENTIAL: GG-12

EXCEPTED SERVICE APPOINTMENT: This is a two year Schedule A time-limited appointment with a possible two year extension.

AREA OF CONSIDERATION: All qualified U.S. citizens

DUTY LOCATION: Atlanta, Georgia

DUTIES: The incumbent implements and monitors progress of complex space acquisition plans, operations, and functions, which have a direct bearing on the success of the decennial census, the Census Bureau's largest and most important program. The incumbent consults and collaborates with the General Services Administration (GSA) and various contractors to execute space acquisition plans and schedules. In consultation with GSA and RCC staffs, the incumbent determines which potential lessors will be given SFOs and ensures that GSA requests Final Revised Proposals (FRPs) from all offerors. The incumbent ensures that acceptable office space is found for each Local Census

Office (LCO) and that all leasing requirements and established milestones are met. With guidance from the regional director and/or supervisor, works with GSA regarding flexible priority of census requirements that can not be met due to market conditions, in order to achieve goal of occupying space "on time". Using guide lines provided by supervisor, the incumbent determines and documents the Area of Consideration for assigned LCOs, conducting preliminary research as needed in conjunction with the GSA, such as review of population density, market considerations, geography, Congressional District boundaries, infrastructure, and adverse factors such as crime and proximity to law enforcement agencies. The incumbent ensures conformance with census LCO space requirements, including size (square footage), site locations (within delineated areas), occupancy timeframes, general requirements (such as heating and cooling temperature ranges), and special requirements (such as electrical loads and wiring/cabling). Ensures that security and storage requirements are met. The incumbent works with the contractor to ensure proper installation and functioning of all aspects of automation and telecommunications equipment in each LCO.

QUALIFICATIONS:

You may qualify for a position based on your education, experience, OR a combination of both.

Grade 9: Experience: Applicant must have one year of specialized experience equivalent to the grade 7 level in the Federal service. Specialized experience is work experience assisting in the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You ensured that private, local government, and/or Federal statutes and regulations were adhered to in accordance with manuals, memoranda, and similar documents. You collected and analyzed information to assess the effectiveness of programs and/or processes. You performed your work with little supervision and final products were reviewed by your supervisor for adherence to timeliness, standard practices, procedures and policies.

Education: Two full years of graduate education or master's degree directly related to the position that provided knowledge of space acquisition related statutes and regulations, or knowledge of Local Area International Building Code (IBC). You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 11: Experience: Applicant must have one year of specialized experience equivalent to the grade 9 level in the Federal service. Specialized experience is work experience guiding the acquisition of local office space necessary to support a special project and/or program for a local field or regional office of an agency or organization. You assisted in the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You ensured that private, local government, and/or Federal statutes and regulations were

adhered to in accordance with manuals, memoranda, and similar documents. You helped develop procedures and systems for assessing the effectiveness of programs and/or processes. You performed your work with little supervision and final products were reviewed by your supervisor for adherence to consistency, timeliness, standard practices, procedures and policies.

Education: Three full years of graduate education or the Ph.D., directly related to the position that provided knowledge of space acquisition related statutes and regulations, or knowledge of Local Area International Building Code (IBC). You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

Grade 12: Experience: Applicant must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience implementing an integrated, comprehensive and time-critical program for acquisition of local office space necessary to support a special project and/or program for a local field or regional office of an agency or organization. You were responsible for the acquisition, utilization, layout and management of office space and related activities, and the management of space facilities and real and personal property. You independently ensured that private, local government, and/or Federal statutes and regulations were adhered to in accordance with manuals, memoranda, and similar documents. You developed procedures and systems for assessing the effectiveness of programs and/or processes. You performed your work independently and final products were reviewed by your supervisor for adherence to timeliness, standard practices, procedures and policies.

Education: No substitute of education for experience is permitted.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **TO BE CONSIDERED, APPLICANTS MUST SUBMIT A SEPARATE, INDIVIDUAL STATEMENT ADDRESSING EACH OF THE FOLLOWING:**

- 1. Demonstrated ability to plan, develop, review, and implement program objectives and activities for office space, voice communications, and security acquisition operations in a team environment.**
- 2. Demonstrated ability to monitor and evaluate office space, voice communications, and security acquisition operations using operational reports, factual information, workflow, and analytical techniques.**
- 3. Demonstrated ability to negotiate with management to accept and implement recommendations, with clients or users for required administrative resources for field offices to ensure construction time schedules are met.**

BASIS OF RATING: Applicants will be evaluated on the extent and quality of their experience and/or education. Time-in-grade requirements must be met when a referral list is generated.

Payment of relocation expenses IS NOT authorized.

For further information on this vacancy you may contact, Mary Carson, Human Resources Specialist at 404-332-2734.

HOW TO APPLY: Each applicant must submit a completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for each grade level, listing your work duties and accomplishments relating to the job for which you are applying.

Each applicant must also submit a completed OF-306 Declaration of Federal Employment.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file a job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines **will not be accepted.**

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 404-332-2734.

Complete application package must be submitted to:

**U.S. Census Bureau
Atlanta Regional Census Center
Marquis II Tower
285 Peachtree Center Avenue NE
Suite 1100
Atlanta, GA 30303**

ATTN: Mary Carson, Human Resource Specialist

APPLICATION DEADLINE: There is no closing deadline for this vacancy. Referral lists will be generated as needed. **Faxed applications will NOT be considered. Emailed applications will NOT be considered.**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

ADDITIONAL INFORMATION: Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISIONS ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

**THE U.S. DEPARTMENT OF COMMERCE
IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.